

# **Building Permit Application Checklist**

## **When are building permits required?**

Town of New Gloucester Zoning Ordinance Article 6.1.1 Building Permit: No building or other structure shall be erected, moved, added to, or structurally altered without a building permit therefore, issued by the Code Enforcement Officer.

## **The following information is necessary to obtain a building permit:**

### **New Home**

1. If a new lot, a survey of the lot.
2. Each developable property shall have vehicular and utility access from abutting town ways, public easements, or private roads. Proof of access is required.
3. Three copies of HHE-200, Application for Subsurface Waste Disposal (NO FAXS)
4. Proof of ownership of legal lot (recorded deed) or other legal right to build at proposed location.
5. A full set of construction plans including:
  - Elevations
  - Framing cross section
  - Foundation plan
  - Floor plan ( each room labeled)
6. Plot Plan ( Lot size and accurate locations of all existing or proposed structure locations with setbacks, signed and dated. Measurements from the property lines, not the edge of the road.
7. Driveway location and appropriate permit for access (town or state , private ways not required) Must have accurate measurement from nearest driveway or intersecting street to obtain a house number.
8. Completed building permit, with map and lot numbers

Please be aware that structurally complicated buildings must be reviewed by an engineer.

### **Additions**

1. Floor plans showing existing structure and proposed changes.
2. Framing plan ( showing pier location and dimensions)
3. Framing cross sections
4. Plot plan: lot size and accurate locations of all existing and proposed structure locations with setbacks signed and dated.
5. Completed building permit, with map and lot numbers
6. A copy of HHE-200 (if additional bedrooms) to show present system will support expansion.

## **Free Standing Garages, Decks, Porches, Sunrooms**

1. Foundation plan and floor plan for each floor
2. Detached non-dwelling structure with over 1000 square feet must have a frost wall, or require an engineers stamp on the design for posts or a slab
3. Deck construction on sonotubes must be at least 48 inches below grade and fastened. If 8" tubes are used a piece of #4 rebar should be run vertically through the tube. 10" tubes are recommended.
4. Framing cross sections
5. Plot plan, showing size and location of all existing and proposed structures with setbacks signed and dated.
6. Completed building permit, with map and lot numbers

## **Renovations (Alterations which DO NOT increase the foot print of the house)**

1. Floor plans showing existing and proposed.
2. Framing cross sections, showing support beams
3. Completed building permit, with map and lot numbers